



## **Project Details – Partner Organizations**

### **Navigation**

- Use the tab key to navigate from field to field on this page
- To use a drop down click on the down arrow and use the mouse to select
- Telephone and email fields have validations that require appropriate format. An error message will display if the entry is not valid.
- Press the **Save Page** button before clicking a tab to go to another page

### **Partner Organizations**

- Specify the number of partner organizations/institutions you had during the program year. Include your lead organization/institution in this count.
- Complete the fields for your partner. Use the **Add Additional Partners** button to add additional partners. If you enter a partner name the system will require you to complete all information for the partner. To remove a partner simply delete the information from all fields for that partner before saving the page.
- When defining partner roles please use the list from the Federal APR as a guide:
  - Lead organization
  - Project management and administration
  - Design professional development
  - Identify and recruit teachers for professional development and/or comparison group
  - Provide professional development
  - Participate in/receive professional development
  - Provide mentors/coaches/teacher leaders
  - Evaluate the MSP
  - Collect and/or provide data
  - Analyze data
  - Provide technical assistance to teachers and/or project
  - Provide teacher support (e.g., substitute teachers, release time, planning time, teacher leaders)
  - Advise Project
  - Other (please specify)

**Press the **Save Page** button before proceeding to other pages or programs in the application. Failure to save each page will result in lost data.**